

Sullivan County

"All day every day we make life better"

Position Title: Job Development Counselor/Case Manager

Salary: \$32,500 plus excellent benefit package

Statement of Duties

This position is responsible for providing case management to all male offenders in the work release and electronic monitoring program at the Community Corrections Center. They will also work as a liaison between employment services, employers and the offenders of Sullivan County. This position reports directly to the Program Director.

Position Functions

Essential Functions

1. Provides job readiness classes and resume writing classes to the offenders.
2. Conducts periodic worksite and home checks on inmates participating in work release, and electronic monitoring.
3. Assist in supervising and maintaining the electronic monitoring and work release, as well as security employment for the offenders.
4. Assist in coordinating special inmate functions and assists in conducting facility tours.
5. Complete progress notes on all clients
6. Assist and make recommendations in policy changes.
7. Evaluates the aptitudes, interests, work skills, work experience, education, personality characteristics, and degree of physical, social, or emotional limitations of individuals to identify and overcome barriers to employment.
8. Administers and interprets interest and aptitude tests for job seekers and counselees to assist them in determining appropriate career goals.

9. Plans and conducts job search workshops for diverse groups in order to develop and improve successful job search skills and techniques.
10. Communicates and refers individuals to other supportive service agencies in order to meet individual needs or as part of a counseling plan.
11. . Determines eligibility for educational programs or training programs, and writes and monitors contracts for eligible offenders.
12. Develops and maintains public relations with employers and community organizations through personal visits and telephone contacts in order to provide better services to offenders.
13. Maintains individual counseling records and prepares monthly reports on counseling services to track individual progress and to meet reporting requirements.

Other Functions

1. Perform other duties as assigned by the Program Director
2. Maintain and demonstrate the highest degrees of honesty, respect, and consistency throughout all interactions.
3. Provide safe and secure transportation of inmates to and from the facility as directed.
4. Facilitate job development classes with inmate in transition
5. Develop relationship and educate community employers
6. Facilitate transportation from inmates to interview or attend employment
7. Maintain data on outcome of inmates employed prior to discharge

Minimum Qualifications

A candidate for this position should be a high school graduate or equivalent. The incumbent should have a minimum of two (2) years correctional experience. An Associate's degree in Criminal Justice could substitute for one year of experience.

A candidate must have knowledge of the principles of correctional institution management, knowledge of criminal codes, knowledge of facility rules and regulations, skill, training and instruction, have the ability to use computers, manage difficult people, stress, and be able to communicate effectively. A candidate must possess a valid

driver's license. Must be able to develop and maintain effective listening and observation skills. A candidate for this position must pass a physical examination, pass a drug test, not have a prior criminal record, and meet the physical and mental capacity requirements established for this class of position by the NH Retirement System.

Job Environment

While emergencies are not commonplace, they must be anticipated through crisis intervention training and managed appropriately.

Duties at this level are, for the most part, predictable, with the application of a variety of provisions of law, conflict resolution, and of learned techniques assisting the incumbent in unusual circumstances. Incumbent must be ware of the conduct of human behavior, especially of persons acting under stress. The laws and court decisions must be referenced, but they do not cover all aspects of correctional work. Hence, incumbent must use ingenuity to meet and resolve problems and issues as they arise.

The incumbent is responsible for supervision of subordinate line staff, along with inmates participating in the specified programs. Errors made could result in personal injury or loss of life, delay or loss of service, monetary loss, and injury to other employees, damage to buildings or equipment or legal liability.

The incumbent has frequent contact with the public through meetings with inmate family members, volunteers, community groups, work release and other programs; attend public meetings to answer facility questions. Other contacts are typically with the courts, Sheriff's department, other police departments, and probation, social service and other counseling officials. Contact occurs in person, through the use of the telephone, and other communications equipment and writing.

Supervision

Incumbent receives direct supervision from the Program Director and must carry out supervisory responsibilities for a small work force, including the assignment of work, evaluation of subordinate performance, recommending discipline, making certain that reports are completed with accuracy and on time, and ensuring that the work program of the department is accomplished. Subordinates are not on the same shift, and may, on occasion, be dispersed throughout the community when transporting inmates. Due to assignment of work on different shift, the Director may not be physically present. Routine functions are performed independently. Work is reviewed daily or more frequently and through weekly meetings and an annual evaluation